



CAREER OPPORTUNITY

CITY OF LA HABRA, CALIFORNIA
HUMAN RESOURCES DEPARTMENT * P.O. BOX 337 * 90631
201 E. LA HABRA BLVD. * LA HABRA, CA * (562) 383-4000

CIVIC CENTER
PART-TIME EMERGENCY MANAGEMENT COORDINATOR
\$34.00/hr to \$36.00/hr

The City of La Habra is recruiting to fill the position of Part-Time Emergency Management Coordinator in the Police Department. **This is a part-time position, working up to twenty (25) hours a week. This position will also work some evenings, managing the City's Community Emergency Response Team (CERT) Program and attending special community meetings.**

Definition: Under the direction of the Chief of Police and Operations Police Captain, the Part-Time Emergency Management Coordinator performs professional, technical, and administrative work for the coordination of the City's Emergency Management Program; directs and coordinates the City's Emergency Management Program through the development of the City's strategic emergency management system; plans for preparedness, response, and recovery phases of a wide range of emergencies and disasters; coordinates and conducts emergency preparedness response training; and manages the City's Community Emergency Response Team (CERT) Program.

Essential Duties: *Duties may include, but are not limited to, the following:*

- Develops, prepares, and maintains the City's Emergency Operation Plan and supporting documentation such as incident specific plans, Emergency Operations Center (EOC) activation procedures and emergency notification lists.
- Monitors and analyzes trends in emergency management planning and recommends improvements in emergency preparedness, response, and recovery; and following emergencies.
- Facilitates preparation of FEMA/OES financial reimbursement claims, maintains required documentation, and prepares After Action Reports.
- Maintains the readiness of the City's EOC at all times, including, but not limited to: coordinates the activation of the EOC for actual emergencies, acting as a technical resource and EOC liaison throughout the emergency; coordinates EOC operations training including Emergency Management System (SEMS) and National Incident Management System (NIMS) training for City personnel and other agencies to remain in compliance with state and federal requirements; acquires, maintains and tests EOC equipment; maintains inventory and makes recommendations of EOC supplies; conducts meetings to City's response team; and develops and conducts emergency EOC exercises and emergency drills to test City's plans and to train City staff.
- Manages the City's Community Emergency Response Team (CERT) Program.
- Administers and manages the Emergency Notification System (AlertOC) and the WebEOC Emergency Management System; assumes responsibility for the development, implementation, and testing of these systems; and provides ongoing training to City personnel on these systems.

Equal Opportunity Employer – women and minorities encouraged to apply

- Represents the City by attending and participating in professional (monthly) meetings and seminars relating to disaster and emergency preparedness.
- Researches, develops, and implements grant funding; manages grant programs and projects; and maintains eligibility requirements for county, state and federal financial reimbursement programs.
- Performs a variety of administrative, technical, operational, research, and analytical duties in support of the Emergency Management Program; researches, prepares, and develops reports, surveys, and informational materials to meet community needs for emergency preparedness and response training; and provides emergency preparedness presentations.
- Investigates community complaints and responds to public inquiries about emergency preparedness.
- Assists with the preparation and monitoring of the budget.
- Assists in dissemination of information through social media, press releases, and interviews.
- Performs other duties as assigned.

QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Disaster preparedness and emergency response procedures.
- Municipal government and operations.
- Public presentation methods and techniques.
- Methods and techniques of research, analysis, and report preparation.
- General office procedures.

Ability to:

- Perform specialized, technical, and routine administrative tasks.
- Develop public information materials, conduct research, perform analysis, prepare reports of findings, and make recommendations.
- Develop and make public presentations.
- Learn, interpret, and apply related ordinances, policies and procedures.
- Work independently, understand and follow verbal and written directions, and communicate effectively both orally and in writing.
- Use desktop software, such as Word, Excel, and PowerPoint.
- Meet the public in situations requiring diplomacy and tact.
- Work cooperatively with other departments, government officials, and outside agencies.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel, and lift objects 10 to 20 pounds. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

EDUCATION AND EXPERIENCE:

A high school diploma is required; a Bachelor's degree is highly desirable. Three or more years of program management and coordination experience preferably within the emergency services field supplemented by courses or formal training in the areas of crisis communication, disaster response and recovery operations, emergency operations center design and functions, and emergency management planning.

Completion of the following courses is highly desirable: ICS 100- Introduction to Incident Command Systems; ICS 200- Basic Incident Command Systems; ICS 300- Intermediate Incident Command Systems; ICS 400-Advanced Incident Command Systems; IS 700- Introduction to National Incident Management Systems; and ICS 800- Introduction to National Response Plan.

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CERTIFICATES OR LICENSES:

The position requires a California Class C driver's license.

APPLICATION PROCEDURE:

Applications are available on the City's website at: www.lahabraca.gov or in the Human Resources Department. Interested candidates **MUST** submit an application and resume to the Human Resources Department prior to **4:30 p.m. on Friday, February 5, 2016.** The City will not accept faxes or resumes in lieu of a City application form. Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a background investigation, medical exam, drug screening, employment history verification, and DMV check. All new employees will be fingerprinted for a criminal history check with the Department of Justice.

If an accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

This bulletin is not a contract, neither expressed nor implied. Any provision herein may be modified or revoked.